



mhsb

handbook

2011-2012
9th edition

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www.mhsb.ca

The MARTHA HICKS SCHOOL *of* BALLET



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about The Martha Hicks School of Ballet

The Martha Hicks School of Ballet (MHSB) opened in September of 1992. The school began with one venue and sixty students. Through dedication and hard work, Martha Hicks, the school's founder and director, has built one of the largest and most reputable schools in Toronto. Today, MHSB has five locations providing over a thousand aspiring young dancers with superb training in an energetic, caring environment.

Over the years, the artistic staff at the school has steadily increased. Our teachers come from many diverse professional backgrounds and bring with them a wonderful array of skills and talents. In many of our classes, the instructor also has a trained assistant. Assistants aid the teacher by correcting technique and demonstrating steps. Professional pianists accompany and inspire creative movement and ballet classes.

Outside of the studios, MHSB prides itself on maintaining a high level of administrative service. Numerous staff members work diligently to ensure that parents are kept well informed of every aspect of their child's program(s). Staff members are always available to speak with students or parents if they have any questions or concerns.

MHSB's goal is to provide a welcoming, positive, caring atmosphere for all of our dancers. Regardless of age or ability, students will have the opportunity to explore the magic of movement and benefit from a healthy extracurricular activity.

Although MHSB is a recreational school, we encourage and support our students who aim to audition for professional dance schools, and we are proud to have had many students choose dance as a career.

the MHSB handbook

Welcome to The Martha Hicks School of Ballet's 2011 - 2012 dance season. In August of 2003 we first introduced the **MHSB Handbook**. It is our hope that this handbook will provide a complete, comprehensive, and easy-to-read outline of how the school operates.

At the back, there is a section entitled *Specific Details*. This section will be replaced each year as dates and hours change. All families will be provided with updates if any other changes are made from year to year.

The MHSB handbook is designed to help our students and their families keep their dance lives organized. It is posted online at www.mhsb.ca at the [MHSB Handbook](#) link so that families can refer to it whenever they need to, from wherever they are! If you would rather own the paper version, please contact the studio and we can send you one at a cost of \$7, or feel free to print out your own!



important information before you begin

Please read the following important information before you use your MHSB handbook.

symbols in the handbook

You will find the following symbols throughout the handbook:



The **Specific Details** icon indicates there is more information pertaining to the specified topic in the **Specific Details** section of the handbook.



The **Update** icon indicates a revision has occurred between the previous and current editions of the handbook. These updates will also be **highlighted** in the handbook text.

what school is my child in?

At MHSB class levels are divided into three sub-schools: **Junior School**, **Middle School**, and **Senior School**. References to these schools are made throughout the MHSB handbook, and are clarified below:

Your child is in **Junior School** if he or she is enrolled in Pre-Ballet or Pre-Primary classes.

Your child is in **Middle School** if he or she is enrolled in Primary 1, Primary 2, Pre-Jazz, Jazz 1, Pre-Hip Hop, or Pre-Tap classes.

Your child is in **Senior School** if he or she is enrolled in any class that does **NOT** include Pre-Ballet, Pre-Primary, Primary 1, Primary 2, Pre-Jazz, Jazz 1, Pre-Hip Hop, or Pre-Tap classes.

attendance

Attendance will be taken at the beginning of each class. If students miss a class, we encourage them to attend a make-up class. After **February 1st**, students who miss three or more classes/rehearsals without written consent from Martha Hicks may lose the opportunity to perform in the end-of-year recitals. We do keep attendance records for all of our students; however, it is not a monitoring system and it is your responsibility to contact the school if it is your intention to withdraw.

Please see [making up missed classes](#) on [page 9](#) for further details.

ballet examinations

At MHSB, we primarily teach the Cecchetti method of ballet. For older students, ballet exams are an important part of their training. The actual exam is very similar to a regular ballet class. It consists of memorized exercises and a dance, which are set at the appropriate level for the class being examined. Ballet examinations are held at MHSB in late winter of every other year. There will be an additional fee for extra exam classes and for the exam itself.

A student is considered for the examination process only if he/she is enrolled in twice a week ballet program. Although a child may be enrolled in two ballet classes a week, it does not guarantee their participation in the exam process.

Throughout the year, the ballet teaching staff carefully observe all of their students to determine who is ready to participate in an exam. Teachers will describe the exam process during ballet classes. They will also explain why some students may be ready to take the exam while others should wait. Sometimes children who are not selected to participate in an exam experience disappointment; it is very important that they and their parents understand that selection is simply a question of preparedness and is not an indicator of ability or talent. If further explanation is needed, the teacher or Martha will be happy to speak individually with students and/or parents. Not doing an exam one year does not hinder students from moving up a level the following year or from taking an exam in the future.

Letters will be sent out to all students indicating whether or not they have been selected to participate in the upcoming exams. If a child has been selected, we suggest that parents decide with their child whether or not they will enter into the examination.

Exams provide students with a concrete goal and a valuable assessment by a professional teacher from outside MHSB. The examiner awards marks supported by written comments, and students also receive a signed Cecchetti certificate. With patience and hard work, an exam is a positive and rewarding experience for all candidates.

dance classes offered

MHSB is proud to offer quality instruction to students of all ages and levels of ability. For new students, acceptance into classes is based on class availability, age, and previous experience. Through either a verbal consultation with a parent (for children 11 years of age and younger), or, when necessary, an assessment class (for children 12 years of age and older) an MHSB staff member will determine which class is appropriate. Returning students are accepted into all classes based on the **recommendation** made by their teachers. In all situations, the final decision about the most suitable class for a student is made by MHSB staff, not by a parent or by the student themselves.

The only classes offered at MHSB where acceptance is determined by an audition are the MHSB Companies. Please see [MHSB company](#) on [page 9](#) for further details.

From September to May, MHSB offers regularly scheduled classes in creative movement, ballet, pointe, modern, jazz, hip hop, tap, and musical theatre. Students are welcome to take as many dance forms as they would like, or as many as will fit into their busy schedules!

In July and August, MHSB offers summer programs for students 3 1/2 to ten years of age. Please see [summer programs](#) on [page 21](#) for further details.

Please contact us at 416.484.4731 for further details about any of our dance classes offered and/or summer programs. Dance class information is also available at www.mhsb.ca, follow the [classes offered link](#).

In addition to classes for children, MHSB may also offer classes for adults. Please see [adult classes](#) on [page 1](#) for further details.

directory



Please refer to the **Specific Details** section at the end of the handbook.

fees

The following is a simplified version of the complete fee schedule included in the registration package. If you have any questions regarding fees or require any assistance calculating fees, please do not hesitate to contact the school at 416.484.4731.

At MHSB, class levels are divided into three sub-schools: Junior School, Middle School, and Senior School. The fees differ for each school due to differences in the length of the class, in the length of the school year, and in the type of end-of-year recital.

Fees for the *junior school* include: a registration fee, 29 weeks of instruction/rehearsal, an individual and class photo, costume rental, and tickets to the final performance. Required uniforms are an additional cost.

Fees for the *middle school* include: a registration fee, 30 weeks of instruction/rehearsal, an individual and class photo, costume rental, and a DVD of the final performance. Required uniforms and tickets to the final performance are additional costs.

Fees for the *senior school* include: a registration fee, 31 weeks of instruction/rehearsal, an individual and class photo, costume rental(s), and a DVD of the final performance. Required uniforms and tickets to the final performance are additional costs.

Classes listed as **specialty classes** on our fee schedule do not perform in the end-of-year recital; therefore, fees for these classes include: a registration fee and 26 weeks of instruction.

Upon acceptance into the **MHSB Junior** or **Senior Company** there are additional fees, to which no studio discounts apply.

Your child is not completely registered in a class until we have received a complete registration package and either one payment for the entire year, four postdated cheques, or credit card authorization for four equal payments. If you register after October, lesson fees are prorated and may be paid in one complete payment or divided into three equal payments. If you register mid-November to mid-January, lesson fees are prorated and must be paid in one complete payment.



Please refer to **fees: specific dates** in the **Specific Details** section at the end of the handbook for information regarding the exact dates related to the **school fees**.

Lesson fees are prorated if a student registers after 3 or more classes have taken place. If a student misses less than 3 classes, they will not be prorated but are encouraged to take make-up classes.

You may pay by cash or debit card for lesson fees **ONLY** if you are paying in person at our 2384 Yonge St. location and only if you are paying for the entire year in one payment.

If you choose to withdraw from a class you must apply to withdraw on your enrollment page online, and pay a \$25 cancellation fee.

The registration fee (included within class fees) is completely non-refundable.

After a pre-determined date, if you choose to switch classes, an administrative fee will be charged per class changed.



Please refer to [withdrawal policy: specific dates](#) in the *Specific Details* at the end of the handbook for information about prorated refunds, having fees returned, the dates involved with both, and class switch and cancellation fees.

discounts

The fees for levels which must attend twice a week include the two required classes of instruction per week and incorporate a 25% discount on the second class.

For dancers in more than one class we offer: 25% off the second class, 35% off the third class, and 40% off the fourth class and any classes thereafter. Reminder: a 25% discount has already been built into the fees for classes requiring attendance twice a week.

Siblings receive an additional 10% discount. The 10% is not taken off fees for the first student, but is applied to the fees of any number of students thereafter. The sibling discount is always applied to the lower fees.

MHSB lesson fees for individual students are capped at an annual **studio maximum** regardless of the number of classes being taken. This maximum fee may also be paid in five equal payments.

holidays and other special dates

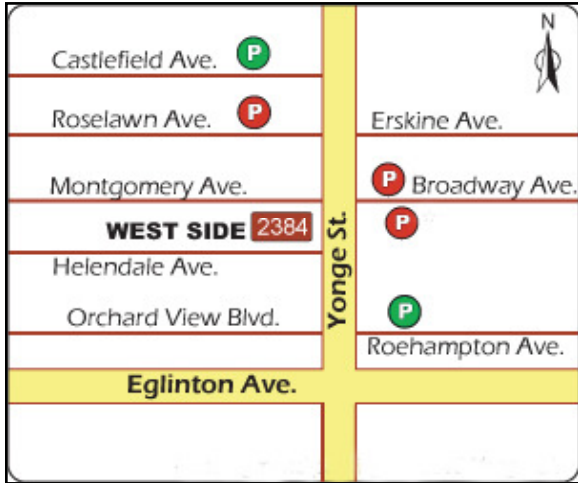


Please refer to the *Specific Details* section at the end of the handbook.

locations: maps and parking information

There are different parking circumstances at each of our five locations. Please familiarize yourself with the information below that pertains to your child's class(es).

at our Yonge St. location:



2384 Yonge St. West Side

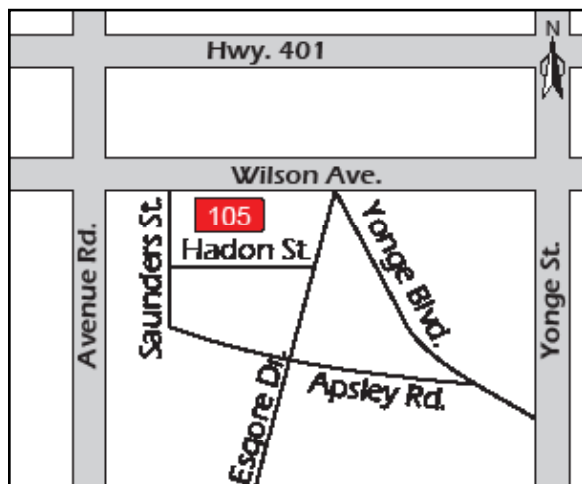
Meter parking is sometimes available on Helendale Ave. or Yonge St. If not, there are two parking lots close by; one on Roselawn Ave. (one block north of the school), and the other on Castlefield Ave. (two blocks north of the school).

The parking lot behind the building is for post office employees only and any other cars will be either ticketed or towed.

Please be aware that Helendale Ave. is heavily monitored by parking enforcement, and any illegally parked vehicles are ticketed quite promptly.

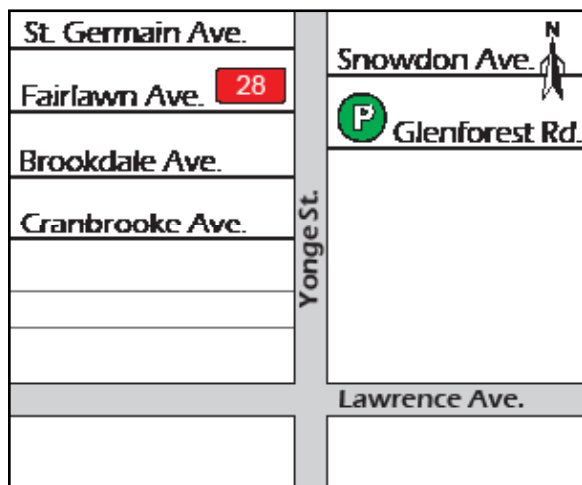
In addition to our Yonge St. location, we also run classes out of four local community churches. We work hard to maintain a positive relationship with these churches, and we hope that you will respect their rules.

at Armour Heights Presbyterian Church: 105 Wilson Ave.



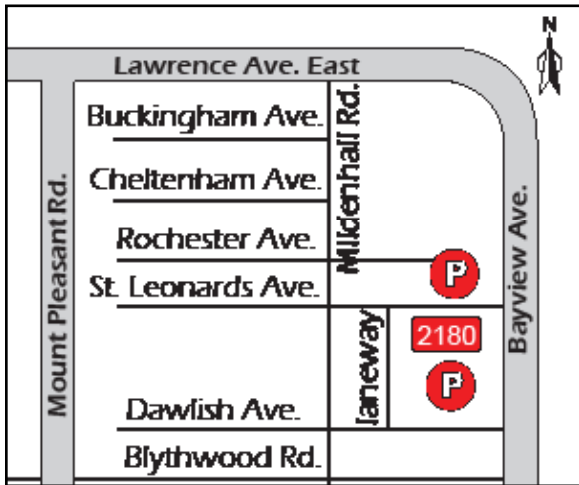
No parking is available on the church property; all of the parking spaces are reserved for church staff. Signs on Saunders St. (just west of the church) indicate that parking is restricted; however, short-term parking on this residential street is usually an option.

at Fairlawn Heights United Church: 28 Fairlawn Ave.



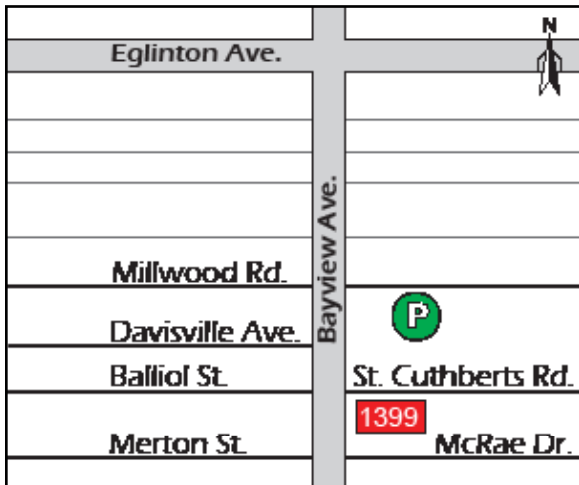
Finding parking near this location can unfortunately prove to be a challenge! It is a very busy area, particularly on Saturday mornings, so please leave plenty of time to find a parking spot. Yonge St. is usually a better option than Fairlawn Ave. There is also a **Green P** lot close by on Glenforest Ave., just behind Pet Smart. Please do not block anyone's driveway on Fairlawn Ave. and do not, for any reason, park in the church parking lot.

at Lawrence Park Community Church: 2180 Bayview Ave.



This location has a large adjoining parking lot (with approximately 50 parking spaces!) on both the north and south side of the church. Because of this wonderful large lot, there is no reason to park or drop off in the lane way of the church, and the church staff will have any cars parked here towed!

at St. Cuthbert's Anglican Church: 1399 Bayview Ave.



There are approximately twenty parking spaces behind the church, which are only accessible from St. Cuthberts Rd.

A **Green P** lot is located on the south side of Millwood Rd., east of Bayview Ave., and is accessible from both Millwood Rd. and Bayview Ave. There is residential street parking on St. Cuthberts Rd. and on all surrounding residential streets. There is no parking and no stopping on Bayview Ave. on weekdays between 4pm and 6pm.

lockers

Twenty lockers are available at our 2384 Yonge St. West Side location. Students are encouraged to store their personal belongings in a secure locker while they dance. Personal items should **not** be brought into the studio; they should be left at home, or stored in a locker! Items may not be left in lockers overnight. If items are not removed within two days, the contents will be put in the lost and found bin.

lost and found

at 2384 Yonge St. West Side

Please check the lost and found box located in the kitchen.

at the church locations

For items left at the churches, please call the appropriate church at the following numbers before coming to the Yonge St. location:

Armour Heights Presbyterian Church:	416.485.4000
Fairlawn Heights United Church:	416.481.6848
Lawrence Park Community Church:	416.489.1551
St. Cuthbert's Anglican Church:	416.485.0329

Please note that the school will **not** be held responsible, at any point, for lost, forgotten, or stolen items so please leave your valuables at home. Furthermore, it is not the responsibility of the receptionist to retrieve lost items.

making up missed classes

Make up classes are available to students when they miss their regularly scheduled class. They may attend any class of the same level. You do not need to call ahead; your child simply needs to tell the teacher taking attendance who they are and that they are there to make up a class.

Please keep in mind that our class schedules continually evolve as the summer and dance season progress; therefore, if you need to attend a make up class, there is an up-to-date version of our schedules at www.mhsb.ca, follow the [class schedule link](#). You may also collect new schedules at our Yonge St. location, or call the school and we will be happy to mail you one.

Each year in May, we start a rehearsal schedule for the end-of-year recitals. From this time on, it is especially beneficial to your child to rehearse with the actual group that they will be performing with. If you need to make up a rehearsal please consult with your teacher about which rehearsal class would be best to attend.

mhsb company

In 2001, in celebration of our 10th Anniversary, The Martha Hicks School of Ballet proudly created the MHSB Company. In 2005, this group was expanded and divided to form - a Junior Company and a Senior Company. These groups of committed and advanced dancers are provided with additional performing opportunities. The choreography that they learn is created by, and taught to them by, a selection of Toronto's most talented and sought after choreographers!

The Companies are dedicated to learning choreography in four specific dance forms: ballet, jazz, hip hop, and modern. Seven weeks of classes and three additional rehearsal classes in the spring are allotted to each of these disciplines. It is not necessary for a student to have experience in all four of these dance forms; the Junior and Senior Companies are both divided into four groups (mini companies!) that specialize in ballet, jazz, hip hop, and modern and each of these groups performs as an individual company.

Students are selected for an MHSB Company through an audition process. Students will be auditioned in each dance form and may be accepted into one, two, three, and four of the separate Junior and Senior Companies. All MHSB Company members must re-audition each year.

In order to participate in the audition, dancers must meet the following criteria:

- must be twelve years of age or older before December 31st.
- must have a minimum of three years of training in the dance form for which they are auditioning.
- must be enrolled at MHSB for the ENTIRE season, in the dance form, for which they are auditioning.

There is a \$5 cost per dance form that is auditioned for, and you only need to attend one of the audition dates. Not being accepted into a Company one year does not prohibit the student from auditioning again the following year.

There is no pre-determined size for each Company group. Group sizes will depend on the calibre of dancers and the number of students who audition.

If a student and his or her parent(s) agree to accept a position in a Company, there will be an additional MHSB Company fee per session and no studio discounts apply to this amount. MHSB Company fees cover all classes, rehearsals, and costumes. Travel expenses may be extra.

The MHSB Companies rehearse weekly and additional rehearsals may be added on Friday nights in May and June. Attendance is very important for the 7 workshops in the company that you are a part of.

MHSB Company members and parents are required to sign a contract that states one's commitment to the Company. This contract outlines that if you miss two (2) company rehearsals you will be removed from the Company piece whose rehearsals you missed.

In order to participate in their MHSB Company piece, Company members must complete their corresponding dance form (example: a student in the MHSB Junior Jazz Company may **ONLY** perform in this piece if he or she is enrolled in a jazz class at MHSB, and completes the full dance season with that particular class).



Please refer to the **Specific Details** section at the end of the handbook for more information about how and when to audition for MHSB Company, for fee details, for rehearsal times, and for whom to contact regarding Company related questions and concerns.

mhsb shop

Due to limited space at our Yonge St. location, we will only continue to carry a small uniform inventory. We will be carrying pink bodysuits, all sizes of pink tights, foot thongs and ballet shoes up to size 2. The rest of our current inventory will be sold off and not replaced with new stock. Please see [uniforms: official uniform requirements](#) on [pages 22 & 23](#) for further details, or ask a staff member.

Dance shoes **do** need to be fitted so please bring your child with you when you come for this purpose.

Please refer to [locations: maps and parking](#) on [page 5](#) for more details on where to find the **mhsb shop**.

open house classes

Open house classes are held during the weeks leading up to the winter holiday. Please refer to the **MHSB calendar** online for specific dates. Family members and friends are welcome to attend these dance classes - don't forget to bring your cameras!

For those levels that do not receive progress reports (Pre-Ballet, Pre-Primary, Pre-Jazz and Primary 1) open house is also a time when teachers are available to discuss your child's progress.

photo days

An individual and a class photo are included in your school fees. If you would like to order additional copies, you may do so through the photographer.

Photos will be taken during regularly scheduled class time during the spring. Students must come to class prepared to dance; classes continue as usual while students are called out individually to be photographed.

If a child is absent on the day their photo is taken, they will miss out on being in the class photo, but may attend any other photo day, regardless of location, in order to have their individual photo taken.

MHSB will provide tutus for Pre-Ballet and Pre-Primary students and ballet skirts for all other ballet students to wear in their photos.

You are responsible for your child's hair; for hygienic reasons, the photographer is not. Please ensure that your child arrives neat, tidy, and ready for a photo to be taken. There is a limit of 3 photos per child, regardless of how many dance forms they are enrolled in.



Please refer to the **Specific Details** section at the end of the handbook for [photographer contact info and photo dates](#).

policies

IN-STUDIO policies

1. Gum is not allowed.
2. Street shoes are not allowed in the studios except for hip hop classes for which **clean** running shoes must be worn.
3. Personal items, such as jewellery (rings, bracelets, necklaces, and watches), cell phones, or iPods, should **not** be brought into the studio; they should be left at home, or stored in a locker!
Reminder: MHSB is **not** responsible, at any point, for lost, forgotten, or stolen items so please leave all of your valuables at home.

4. Hair should be neatly pulled off the face in a bun for ballet classes and in a ponytail or bun for all other classes. Forgetful ballerinas who arrive at class without the supplies to make a proper bun will be provided with a **bun kit** and their family's account charged accordingly.
5. No food or drinks are allowed in the studios - **ONLY** water bottles are permitted!
6. Dressing rooms are designated eating areas, but students must clean up after themselves!
7. Appearance and grooming are very important, and older students must remember that they are an example to the younger students. Very low-waisted pants are **not** permitted.
8. Please put your child's name on every article of clothing (shoes, too) with indelible ink.
9. Be on time for classes and rehearsals! If students are repeatedly late they will be asked to sit out of class.
10. Uniforms should be respected at all levels of dance. If uniforms are repeatedly forgotten, students will be asked to sit out of class.

GENERAL studio policies

The following information was included in your registration package, and you are not completely registered if you did not sign the line on the back of the registration form indicating that you have read, understood, and agree to the terms and conditions as outlined in the **registration procedure, the **studio policy**, and **withdrawal policy** forms.**

In order to enroll in classes at MHSB starting in September, children must turn three years old by December 31st of that dance season.

MHSB reserves the right to decline the re-enrollment of students with outstanding balances from previous years.

You will not be completely registered, with a secured place in a class, until we have received full payment, or postdated cheques, or an authorization form for Visa or MasterCard payments for **all** payment dates. You cannot pay by a different method each payment date.

No one is permitted to "freeze" enrollment. Enrollment is for a full year program; therefore, classes and payment may not be interrupted.

In the event of a returned cheque or declined credit card, for any reason, you will be charged an administration fee. If we do not receive a payment to cover the full outstanding amount within seven days, your child will not be permitted to attend class until the account has been settled.

It is your responsibility to provide us with new information regarding a stolen credit card, replacement credit card, insufficient funds, or an expiry date change. This new information must be provided at least five days prior to the next payment date or a fee will apply.

If your child is selected and agrees to participate in a ballet exam, there will be additional costs to cover extra classes and exam fees.

Parents or guardians of students enrolled in all levels (with the exception of the *junior school*) will need to purchase tickets to attend their child's end-of-year recital.

Parents or guardians of students in higher dance levels should be aware that there may be extra costs related to the end-of-year recital (for example: character shoes, specific tights, etc.).

Most classes, especially those in the *senior school*, do perform in multiple shows. Although we try our best, MHSB cannot guarantee that siblings or friends will perform in the same end-of-year recital.

Parents of *middle school* students should be aware that depending on the size of the stage and the seating capacity at the venue where these shows are held, classes with ten or more students may need to be divided into two separate performing groups. If this is necessary, each of these new performing groups would perform in different shows. **If your child needs to perform in the same show as one of their friends or someone in your carpool, you will need to inform the office of this in writing by February 1st.**

Parents of *senior school* students should be aware that some class levels may need to be divided into **new show groups** for the end-of-year recitals. These new show groups may need to rehearse on different days of the week, and/or at different times, and/or in a different location than their regularly scheduled class. Each student's circumstances are considered individually before they are placed in a particular group; therefore, students may also be placed in a new show group that does not include all of the students from their original class(es). **If your child needs to perform in the same show as one of their friends or someone in your carpool, you will need to inform the office of this in writing by February 1st.**

After February 1st, students who miss three or more classes/rehearsals without written consent from Martha Hicks may lose the opportunity to perform in their piece(s) in the end-of-year recitals.

MHSB tries to observe as many religious holidays as possible; however, shows may fall on any day of the week, including Friday, Saturday, and Sunday. This information package includes the dates of the end-of-year recitals. **If you know you will not be able to participate in one or some of the end-of-year recitals, you will need to inform the office of this in writing by February 1st.** We do our very best to meet everyone's needs, but we unfortunately cannot guarantee that we will be able to accommodate all situations as organizing the shows is an extremely complicated process.

Refunds are not issued for missed classes. In the event of a missed class, students are encouraged to attend any of the other classes offered at the same level to do a make-up class.

If you decide that your child is not able to participate in the end-of-year recitals for **any reason** and you do not inform the office in writing before April 1st, MHSB reserves the right to revoke pre-registration privileges for the following school year. If your child is not participating in the show he or she may continue to attend classes until the last regularly scheduled class, but they **may not attend any of the rehearsal classes**.

In order to perform in an MHSB Company piece, Company members must complete their corresponding dance form (example: a student in the MHSB Junior Jazz Company may **ONLY** perform in this piece if he or she is enrolled in a jazz class at MHSB, and completes the full dance season in that dance form).

MHSB does not give out staff phone numbers. If you need to speak to an instructor, please call the studio and we will be happy to pass your contact numbers on to them.

MHSB does not for any reason pass out class lists or provide information about any of our students.

MHSB reserves the right to cancel any class that has an enrollment of eight or fewer students.

withdrawal policies

You are not completely registered if you did not log into your online account in Jack Rabbit to agree to the terms and conditions as outlined in the **registration procedure**, the **studio policy**, and **withdrawal policy** forms. If you submitted a registration form on paper, you have not completely registered until you have signed the line on the back of the registration form indicating that you have read, understood, and agree to the terms and conditions as outlined in the **registration procedure**, the **studio policy**, and **withdrawal policy** forms.

If a student chooses to withdraw from a class **after** we have received and processed your registration and payment, you must apply to withdraw on your enrollment page and pay a **class cancellation fee**. This must be done at the 2384 Yonge St. West Side location. **This cancellation process must be done at least five (5) business days before the next payment date.**

The registration fee (included within class fees) is completely non-refundable.

It is not acceptable to leave a message on the phone, to fax us, to mail us, or to e-mail us your intention to withdraw. Unless you apply to withdraw on your enrollment page and pay the **class cancellation fee** your credit card will be charged or your postdated cheque(s) will be cashed. We do keep attendance records for all of our students; however, it is not a monitoring system, and it is your responsibility to contact the school if it is your intention to withdraw.

If your child needs to be withdrawn from a program because of an injury, please provide the school with a doctor's note so that we may issue an appropriate prorated refund. In the event of withdrawal, when it is too late to receive a refund, the unused fees are not transferable to another child.

If you choose to switch classes after October 12th an administrative fee will be charged per class changed.



Please refer to the **Specific Details** section at the end of the handbook for more information regarding withdrawal dates, the consequences of withdrawal, and eligibility for a refund.

progress reports

In early December, you will be receiving a progress report completed by your child's teacher(s). We do not critique our youngest dancers, those enrolled in the Pre-Ballet, Pre-Primary, Pre-Jazz, and Primary 1 levels; however, if you would like to discuss your child's progress, you may talk with his or her teacher at their open house class or over the phone. If you do need to speak to a teacher, please call the studio and we will be happy to pass your phone number on to them. MHSB does not give out staff phone numbers.

There are various styles of reports based on the various dance forms offered at MHSB. Students are graded in several categories. Students will receive one of four possible marks: needs improvement, satisfactory, good, and excellent. The criteria needed to obtain an "excellent" in each category are listed below.

Please be aware that a **needs improvement mark should not be taken as a negative comment, but rather as an observation that a particular area of dance requires some extra attention. It is our goal to be encouraging and informative, and we trust you will receive all comments and grades with that understanding.**

criteria for a check of excellence on a progress report

adage:	Shows strength, grace, and a sense of line in the slower sustained exercises.
allegro:	Executes jumping steps with energy and briskness, attaining good elevation and controlled landings.
artistry:	Displays individual expressiveness of movement in response to the music.
attendance:	One or no absences.
attitude:	Respects the teacher and the other students. Eager to learn and to apply her or himself wholeheartedly to the class.
barre work:	Remembers preparatory exercises for the ballet class and demonstrates them tidily and with proper technique.
centre work:	Executes exercises with confidence and fluidity of movement while maintaining proper technique.
combinations:	Able to master new steps quickly and combine them in sequences.
concentration:	Listens attentively to the teacher. Remembers instructions and applies corrections. Maintains focus.
coordination:	Moves naturally and in a harmonious manner.
corner work:	Able to repeat a travelling movement with confidence either alone or with a partner.
energy:	Maintains maximum energy throughout the class and uses 'attack' in the appropriate movements.
flexibility:	Either naturally flexible or strives continually to increase flexibility.
floor work:	Able to feel the floor and to use the floor to play with gravity.
freedom of movement:	Moves without awkwardness or tension and joins movements in a seamless manner.
grooming:	Always in proper, clean uniform with tidy hair.
musicality:	Times steps with music in a seamless and fluid manner.
participation:	Displays willingness to attempt the exercise at hand and exhibits personal flair.
pirouettes:	Displays balance, control, and ease of movement during turns on one leg.
posture:	Establishes and maintains the correct body alignment during dance exercises.
retention:	Makes an effort and is able to remember exercises, combinations, and corrections from week to week.
strength:	Properly sustains poses, posture, and landings and displays enough stamina to conclude exercises with technique intact.
style:	Understands and presents the expression required for a particular move or series of moves.
technique:	Demonstrates clean, accurate, and unstrained movements.
warm-up:	Executes preparatory exercises with full energy and a drive to increase flexibility, strength and stamina.

reception hours



Please refer to the *Specific Details* section at the end of the handbook.

recitals at the end of the year

The end of our dance season is a very exciting time at The Martha Hicks School of Ballet. With the exception of our specialty classes, all classes at MHSB are part of an end-of-year recital. Specialty classes do not have their own pieces in the recitals, which is reflected in the fees for these classes.

Class levels at MHSB are divided into three sub-schools: **junior school**, **middle school**, and **senior school** for the purpose of our end-of-year recitals. We finish the year with three different shows. Show information packages are sent out in the order that each 'school' will complete their end-of-year recital so don't worry if you receive one child's show information package before another's.

MHSB tries to observe as many religious holidays as possible; however, shows may fall on any day of the week, including Friday, Saturday, and Sunday.



Please refer to [holidays and other special dates](#) in the *Specific Details* section at the back of this handbook for the [dates of the end-of-year recitals](#).

If you know you will not be able to participate in a particular show (or shows), you must provide a written explanation to the office before January 1st. We do our very best to meet everyone's needs, but we unfortunately cannot guarantee that we will be able to accommodate all situations.

After February 1st, students who miss three or more classes/rehearsals without written consent from Martha Hicks may lose the opportunity to perform in their piece(s) in the end-of-year recitals.

If you decide that your child is not able to participate in the end-of-year recitals for **any reason** and you do not inform the office in writing before April 1st, MHSB reserves the right to revoke pre-registration privileges for the following school year. If your child is not participating in the show he or she may continue to attend classes until the last regularly scheduled class, but they **may not attend any of the rehearsal classes**.

Please make sure that your child does **not** wear any jewellery to rehearsals or recitals, if they do they will be asked to remove it. **Reminder:** MHSB is **not** responsible, at any point, for lost, forgotten, or stolen items so please leave all of your valuables at home.

junior school

Each Pre-Ballet and Pre-Primary class performs their own in-studio recital in May. One of our studios is transformed into a wonderful little theatre complete with curtains, lights, backdrop, props, and costumes. Tickets for these performances are included in your school fees; just bring your family and your camera or video camera and enjoy the show! **The show may not be on the same day or at the same time as their class.**

middle school

Students who are part of our *middle school* participate in their own productions on a stage at a rented venue. These shows are the perfect transition from the younger students' in-studio performances to future performances on the big stage. Because *middle school* recitals are held in a venue that we have to rent, parents and **guests do need to purchase tickets.**

Parents of *middle school* students should be aware that depending on the size of the stage and the seating capacity at the venue where these shows are held, classes with ten or more students may need to be divided into two separate performing groups. If this is necessary, each of these new performing groups would perform in different shows. **If your child needs to perform in the same show as one of their friends or someone in your carpool, you will need to inform the office of this in writing by February 1st. This is not a guarantee.**

senior school

All remaining dance classes, which make up our *senior school*, take part in what we refer to as our 'big show'. The *senior school* recital is held at St. Micheal's College School School Centre for the Arts, 1515 Bathurst Street. This exciting, professional venue allows us the ideal seating capacity for our shows in June.

The logistics behind the organization of the senior shows, especially regarding which class(es) perform in which show(s) are very complicated. We try our very best to make sure that children who take multiple dance forms perform as many of their dances as possible in the same show. We then also try to have their siblings perform in the same show(s); quite a puzzle indeed! As a result, many classes will perform in more than one show, and if your child is enrolled in more than one dance form.

Parents of *senior school* students should be aware that some class levels may need to be divided into **new show groups** for the end-of-year recitals. These new show groups may need to rehearse on different days of the week, and/or at different times, and/or in a different location than their regularly scheduled class. Each student's circumstances are considered individually before they are placed in a particular group; therefore, students may also be placed in a new show group that does not include all of the students from their original class(es). **If your child needs to perform in the same show as one of their friends or someone in your carpool, you will need to inform the office of this in writing by February 1st.** We only divide classes when absolutely necessary and we try to provide as much advanced warning as possible. The rehearsal schedule usually only lasts three weeks, and we are very grateful for the cooperation of everyone involved.

Parents of *senior school* students, in the higher dance levels, should also be aware that there may be extra costs related to the end-of-year recitals (for example: character shoes, specific tights, etc.).

In order to perform in an MHSB Company piece, Company members must complete their corresponding dance form (example: a student in the MHSB Junior Jazz Company may **ONLY** perform in this piece if he or she is enrolled in a jazz class at MHSB, and completes the full dance season in that dance form).

Tickets to *senior school* performances must be purchased. **Tickets are allotted on a first come, first serve basis and the seating is prearranged.** Show information packages will be mailed home in the spring as soon as all of the details have been set.

recital dvds

With the exception of the *junior school* classes, a DVD of your child's performance in their end-of-year recital is included in your lesson fees.

DVDs are ready for distribution in the following dance season.

All DVDs are delivered to your child's class once. If you miss that class then someone will have to stop by 2384 Yonge St. West Side in order to collect your copy.

Just in case you have forgotten - don't worry, we know exactly which show each child was in!

recommendation reports

Before the end of each dance season, you will receive a re-registration package. In this package, you will be provided with a **recommendation report**. Teachers consider students individually in order to determine which level of dance is the most appropriate for them to be enrolled in for the coming dance season. This level may or may not be the level 'up' from what they took this year. Teachers understand that friends like to be together, but they do not take this into consideration when providing personal recommendations. If necessary, we hope that you will discuss your children's recommendation(s) with them and explain the benefits of being in the level that has been carefully selected for them. Teachers may also recommend additional dance forms that they feel a student would excel at or they believe would compliment a student's existing dance curriculum.

registration procedures

returning students

You are considered a returning student if you:

- Were enrolled in our previous dance season.
- Performed in an end-of-year recital.
- Have paid your account in full.

Although we certainly hope that they will, we do not assume that students who attend MHSB one year will re-enroll the next year; therefore, we do not 'save spots' in classes for existing students. We do, however, offer presently enrolled, returning students re-registration privileges.

During the months of May and June, re-registration is available to our returning students. Re-registration for the 2012-2013 season will be done online.

All families will receive a email with a link to the re-registration details. In order to ensure that all returning students have an equal opportunity to enroll in their preferred classes, our re-registration procedures are strict, and no exceptions are made. Even for existing students space is limited, and first choices unfortunately cannot be guaranteed; therefore, it is very important to read your packages and follow the procedures outlined therein.

new students

You are considered a new student if you:

- Have never attended the Martha Hicks School of Ballet.
- Were a part of MHSB in years past, but took a break from dance.
- Were enrolled in the previous year, but did not perform in an end-of-year recital.

The first opportunity for new students to register will be online at www.mhsb.ca, after re-registration has taken place for returning MHSB students. For students over the age of 12 an assessment may be necessary. Assessments are by appointment only.

If you know someone new who would like to register, please ask him or her to call the school and give us their email address. In early June, we will email a special registration package outlining all the registration procedures specifically intended for new students.

rentals

costumes

MHSB costumes are available to rent. Over the years we have accumulated literally thousands of beautiful costumes. In May and June each year we re-use some of them for the end-of-year recitals, but we inevitably need to purchase new ones too. The result is a storage unit full of gorgeous costumes which are woefully under-used! Occasionally, someone asks if they may rent something for a special function or for a photo shoot, and we are more than happy to oblige. If your child's school or special group need costumes, we probably have something just right!

There is a rental fee and we do charge for dry cleaning, but the costs involved are certainly much less than having to purchase something new that you may need just once.

We have a digital photographic inventory of the majority of our costumes and we are happy to collect samples from our storage to show you in person.

During our busiest times of the year we might not be able to accommodate your requests, but whenever possible we will do our best. We would love our costumes to be put to good use!

Please contact Martha directly at 416.484.4731 ext. 222, or mhicks@mhsb.ca, for more information.

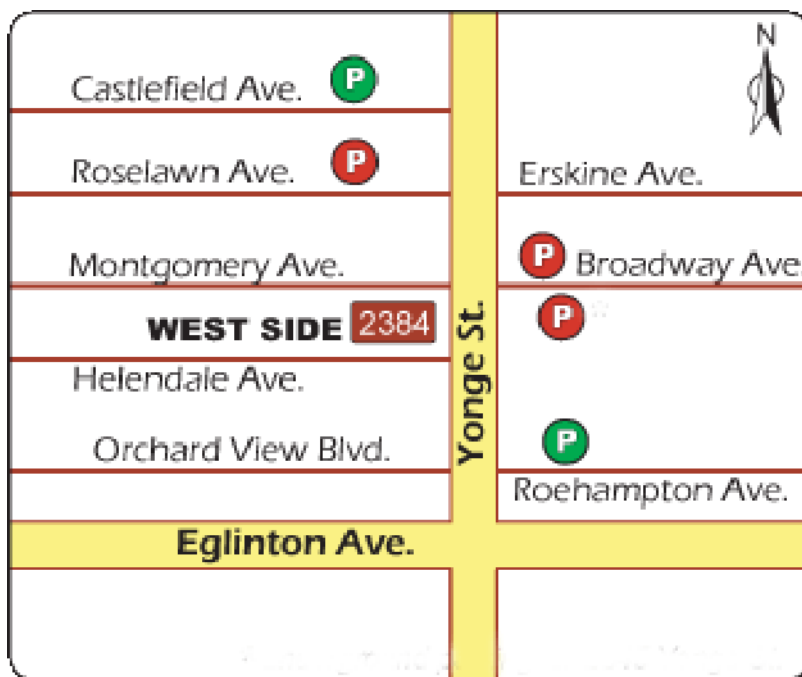
studio

When not in use the studio space, at our main Yonge St. location, is available to rent. Limited weekday evening and weekend daytime hours are available, but during weekdays and in the evenings on the weekends there is more availability.

Please contact Katarina directly at 416.484.4731 ext. 224, or ktyson@mhsb.ca, for more information.

Studio rental

at 2384 Yonge St. West Side



start dates



Please refer to the **Specific Details** section at the end of the handbook.

summer programs

In 1997, MHSB started its summer programs and ever since has been delighting students with a wonderful, unique camp experience right here in the city!

MHSB offers summer programs in July and August for children 3 1/2 to ten years of age. Our summer programs are a perfect way for children of all ability levels to try new dance forms. Children can continue to dance in the forms that they enjoy the most in our regular dance season beginning each fall.

Our summer programs brochure is ready in early February each year. We will email all students who are between the ages of 3 1/2 and ten, are presently enrolled in the school, or who attended our summer programs within the past two years. Space is limited, and our programs are very popular, so please register early in order to avoid disappointment. If you are away during the summer and know of someone else who might like to participate in our summer programs, please pass the brochure on so we can spread the word! On-line registration is available in January 2012 for our summer programs at www.mhsb.ca, follow the [summer programs](#) link.

uniforms

official uniform requirements

MHSB does have official uniforms:

Pre-Ballet, Pre-Primary, Primary 1, and Primary 2 students are required to wear:

A pink leotard (choice of different styles), pink tights or white socks, and pink ballet shoes. Hair must be pulled back, preferably in a bun. No tutus or skirts, please!

All other **ballet** and **pointe** students are required to wear:

A black leotard (choice of different styles), pink tights, and pink ballet shoes. These levels may wear black ballet skirts or black bike shorts over their leotards. **Hair must be in a bun.**

All **jazz** (including **Pre-Jazz**) students are required to wear:

A black leotard or biketard or any combination of a black leotard, black crop-top, black tank top, official MHSB t-shirts or long-sleeved shirts, black bike shorts or black dance pants, suntan tights, black socks, and black jazz shoes. Jazz students may also wear the official MHSB hoodies or track pants for warm-up. Hair must be neatly pulled back. We do **not** recommend jazz sneakers; Only in Jazz 8 and up will a teacher consider allowing them to be worn, but the teacher must be consulted.

All **hip hop** (including **Pre-Hip Hop**) students are required to wear:

Neat, comfortable clothes, dark loose-fitting pants (not low-waisted and no jeans please!), your choice of tank top or t-shirt (no exposed midriiffs), and **clean, dry** running shoes. Hair must be neatly pulled back. Hats are allowed.

All **tap** students are required to wear:

Ballet or jazz attire, suntan tights, and black tap shoes. Hair must be neatly pulled back.

All **modern** students are required to wear:

A black leotard or biketard or any combination of formfitting black pants, leggings, black tank top, or black bike shorts and modern foot thongs. Hair must be neatly pulled back.

All **musical theatre** students are required to wear:

Black dance pants with their choice of a tank-top or t-shirt (no baggy t-shirts, please), and jazz shoes. Hair must be neatly pulled back. Senior students **ONLY** may need both black character shoes and black jazz shoes.

when to purchase uniforms



Please refer to the **Specific Details** section at the end of the handbook.

where to purchase uniforms

MHSB has its very own dance shop at our 2384 Yonge St. West Side location where official uniforms may be purchased. Please see **mhsb shop** on [page 10](#) for further details and refer to [locations: maps and parking](#) on [page 5](#) for directions to our 2384 Yonge St. West Side location.

Other reputable stores where dance wear may be purchased:

- **Danceexperts:** 416.421.8506, located at 852 Millwood Rd. (Millwood Rd. and Rumsey Rd.)
- **Danceshoppe:** 416.225.6862, located at 50 Sheppard Ave. West (Yonge St. and Sheppard Ave.)
- **Malabar:** 416.598.2581, located at 14 McCaul St. (west of University Ave. and north of Queen St. West)
- **Toronto Dancewear Centre:** 416.630.2292, located at 530 Wilson Ave. (Bathurst St. and Wilson Ave.)

uniform cost

Detailed price lists for uniforms are available at the **mhsb shop**. The following is an approximation of how much uniforms cost:

- outfitting a tap dancer will cost approximately \$65 and up (excluding tap shoes).
- outfitting a hip hop dancer will cost approximately \$65 and up (excluding running shoes).
- outfitting a ballet dancer will cost approximately \$85 and up.
- outfitting a jazz dancer will cost approximately \$100 and up.

Reminder: **mhsb shop** does not carry tap shoes.

notes

notes

directory

Please communicate specific concerns or questions to the staff member who will best be able to help you.

department	whom to contact	contact phone number 416.484.4731 plus extension number	contact email address
class cancellations	Katarina Tyson	ext. 224	ktyson@mhsb.ca
fees - help with calculations	Katarina Tyson	ext. 224	ktyson@mhsb.ca
MHSB Company	Lindsay Roden Martha Hicks	ext. 225 - voicemail only ext. 222	lroden@mhsb.ca mhicks@mhsb.ca
rentals - costumes	Martha Hicks	ext. 222	mhicks@mhsb.ca
rentals - studio	Katarina Tyson	ext. 224	ktyson@mhsb.ca

fees: specific dates

Your child is not completely registered in a class until your payment has been successfully received. The five equal payments must be dated / will be processed on: **the date your registration is processed; October 17th, 2011; December 1st, 2011; February 1st, 2012; and March 1st 2012**

If you register after October 11th, 2011, four equal payments must be dated / will be processed on: **the date your registration is processed; December 1st, 2011; February 7th, 2012; and March 1st 2012.**

If you register between November 15th, 2011, and January 15th, 2012, lesson fees must be paid in one complete payment on the date that your registration is processed.

holidays and other special dates

If your children's classes are affected by any of the following dates, the date will also be specified in their personalized schedules. Please pay close attention to when senior school classes will have their last regular class - this information will **ONLY be indicated in their personalized schedule.**

September 2011

Tuesday, Sept. 6th	Uniform Purchase Day: 10am to 12pm and 1pm to 8pm at 2384 Yonge St. West Side.
Wednesday, Sept. 7th	Uniform Purchase Day: 4pm to 8pm at 2384 Yonge St. West Side.
Thursday, Sept. 8th	Uniform Purchase Day: 4pm to 8pm at 2384 Yonge St. West Side.
Friday, Sept. 9 th	MHSB Junior Company auditions: 4:00pm to 5:30pm at 2384 Yonge St. West Side.

2 specific details

Friday, Sept. 10 th	MHSB Modern Company auditions: 5:30pm to 6:00 pm at 2384 Yonge St. West Side MHSB Senior Company auditions: 6:45pm to 8:15pm at 2384 Yonge St. West Side.
Saturday, Sept. 11 th	MHSB Junior Company auditions: 3pm to 4:30pm at 2384 Yonge St. West Side. MHSB Modern Company auditions: 4:30 pm to 5pm at 2384 Yonge St. West Side MHSB Senior Company auditions: 5:30pm to 7pm at 2384 Yonge St. West Side.

October 2011

Saturday, Oct. 8th to Monday, Oct. 10th Thanksgiving: no classes; the school is closed.

December 2011

Tuesday, Dec. 6th to Monday, Dec. 12th Open house classes.

Tuesday, Dec. 20st to Friday, Dec. 31st Winter Holidays: The school is closed no classes except Pre-Ballet and Pre.-Primary classes on December 20th and 21st.

January 2012

Sunday, Jan. 1st to Friday, Jan. 6th Winter Holidays: The school is closed no classes on except Middle School classes on January 6th.

Monday, Jan. 7th All classes resume.

February 2012

Monday, Feb. 20th Family Day: no classes; the school is closed.

March 2012

Saturday, Mar. 10th to Thursday, Mar. 22nd March Break: The school is closed no classes on except classes on for Middle school on Monday March 19th to Thurs March 22nd

Friday, Mar. 23rd The school is open: all classes run as normally scheduled.

Monday March 19th No Senior or Junior School classes; Middle School classes on.

Tuesday, Mar. 20 th	No Senior or Junior School classes; Middle School regular classes on.
Wednesday, Mar. 21 th	No Junior School classes; Middle School & Senior School classes on.
Thursday, March 22 nd	No Junior School classes; Middle School & Senior school classes on.

April 2012

Friday, April 6 nd	Good Friday: no classes; the school is closed.
Saturday, April 7 rd	No Junior or Senior School classes; Middle School regular classes.
Sunday, April 8 th	Easter Holidays: no classes; the school is closed.
Monday, April 9 th	All regular classes. resume
Friday, April 27 th and Saturday April 28 th	Middle School on-stage rehearsals & recitals; Junior and Senior School regular classes.
Monday, April 30 ^t	Junior School rehearsals; Senior School regular classes

May 2012

Tuesday, May 1 st	Junior School rehearsals; Senior School no classes.
Wednesday, May 2 nd to Saturday, May 5 th	Junior School recitals; No Senior School classes.
Friday, May 18 th to Monday, May 21 st	Victoria Day Long Weekend: no classes; the school is closed.

June 2012

Monday, June 3 rd to Wednesday June 5 th	Senior School on-stage rehearsals. No Senior School classes.
Thursday, June 7 th to Sunday, June 10 th	Senior School recitals.

mhsb company

Each discipline will audition separately. See the schedule below for specific audition dates and times for each discipline:

junior company audition dates and times

Junior Company Ballet - 4:00pm to 4:30pm on Friday Sept 9th; 3:00pm to 3:30pm on Saturday Sept 10th

Junior Company Jazz - 4:30pm to 5:00pm on Friday Sept 9th; 3:30pm to 4:00pm on Saturday Sept 10th

Junior Company Hip Hop - 5:00pm to 5:30pm on Friday Sept 9th; 4:00pm to 4:30pm on Saturday Sept 10th

modern company audition dates and times

Modern Company- 5:30pm to 6:00 on Friday Sept 9th; 4:30pm to 5:00pm on Saturday Sept 10th

senior company audition dates and times

Senior Company Ballet - 6:45pm to 7:15pm on Friday Sept 9th; 5:30pm to 6:00pm on Saturday Sept 10th

Senior Company Jazz - 7:15pm to 7:45pm on Friday Sept 9th; 6:00pm to 6:30pm on Saturday Sept 10th

Senior Company Hip Hop - 7:45pm to 8:15pm on Friday Sept 9th; 6:30pm to 7:00pm on Saturday Sept 10th

audition details

You must contact the studio and have your name put on the audition list **prior to the auditions**. There will be an audition fee of \$5.00 per dance form that your child is auditioning for. You need only attend one audition date. Students will be notified of the results of the audition by telephone before Wednesday September 14^h, 2011.

There is no pre-determined size for each Company group. Group sizes will depend on the caliber of dancers and the number of students who audition.

If a student and his/her parent(s) agree to accept a position in a Company, there will be an additional fee of \$225.00 per session, with no studio discounts applicable on this amount. MHSB Company fees cover all classes, rehearsals, and costumes. Travel expenses may be extra.

In order to participate in their MHSB Company piece, Company members must complete their corresponding dance form (example: a student in the MHSB Junior Jazz Company may only perform in this piece, if he/she is enrolled in a jazz class at MHSB, and completes the full dance season with that particular class).

Junior Company will rehearse on Saturdays from 4:30pm to 6:00pm. Senior Company will rehearse on Saturdays from 3:00 to 4:30pm. Additional rehearsals may be added on Friday nights in May and June of 2011. Attendance is very important, and those members who miss three or more classes/rehearsals may be asked to leave the group.

You may direct any questions related to the MHSB Companies to either Lindsay Roden 416-484-4731 ext. 225 or Martha Hicks ext. 222.

photo dates

Reminder: photos will be taken during regularly scheduled class time sometime in the spring of 2012. Students must come to class prepared to dance; classes continue as usual while students are called out individually to be photographed.

An individual and a class photo are included in your school fees.

There is a limit of 3 photographs per student, regardless of how many dance forms they are enrolled in.

You are responsible for your child's hair; for hygienic reasons, the photographer, is not. Please ensure that your child arrives neat, tidy, and ready for a photo to be taken.

reception hours (at 2384 Yonge St. West Side ONLY)

special fall reception hours

from monday, aug. 30th, 2010 to thursday, sept. 23rd, 2010

date	time
Monday, Aug. 29 st to Friday, Sept. 2 nd	10am to 5pm
Saturday, Sept. 3 rd to Monday, Sept. 5 th	The school is closed
Tuesday, Sept. 6 th to Thursday, Sept. 8 th	10am to 6pm
Friday, Sept. 9 th	3:45pm to 8:15pm
Saturday, Sept. 10 th	8:30am to 1:30pm
Sunday, Sept. 11 th	9am to 12pm; Classes are on
Monday, Sept. 12 th	9:15am to 11:15am and 3:30pm to 8:30pm
Tuesday, Sept. 13 th	2pm to 3:30pm
Wednesday Sept. 14 th to Thursday Sept 15 th	1pm to 3:30pm
Friday, Sept. 16 th	3:45pm to 8:15pm
Saturday, Sept. 17 th	8:30am to 1:30pm
Sunday, Sept. 18 th	9am to 12pm
Monday, Sept. 19 th	9:15am to 11:15am and 3:30pm to 8:30pm

regular fall reception hours

starting Tuesday, Sept. 21st, 2010

date	time
Mondays	9:15am to 11:15am and 3:30pm to 8:30pm
Tuesdays	1:00pm to 8:30pm
Wednesdays	1:00pm to 8:45pm
Thursdays	1:00pm to 8:30pm
Fridays	3:45pm to 8:15pm
Saturdays	8:30am to 1:30pm
Sundays	8:30am to 12pm

Clothing and dancewear from the **mhsb shop** is also available for purchase during the above hours.

Please refer to the [locations: maps and parking](#) on [page 5](#) for more information on where to find us.

start dates

If you are unsure about which 'school' your class level is part of, please refer to www.mhsb.ca.

The following dates are when classes will start in the fall:

start date	class
Thursday, Sept. 8 th	ONLY Pre-Jazz at Fairlawn Class starts
Friday, Sept. 9 th	ONLY Friday Middle School classes start
Saturday, Sept. 10 th	All Saturday classes start
Sunday, Sept. 11 th	All Sunday classes start
Monday, Sept. 12 th	All Monday classes start
Tuesday, Sept. 13 th	ONLY Tuesday Middle School classes start
Wednesday, Sept. 14 th	ONLY Wednesday Middle School classes start
Thursday, Sept. 15 th	ONLY Hip Hop 2 Fairlawn class starts
Friday, Sept. 16 th	Friday Junior and Senior School classes start
Tuesday, Sept. 20 th	Tuesday Junior and Senior School classes start
Wednesday, Sept. 21 st	Wednesday Junior and Senior School classes start
Thursday, Sept. 22 nd	Thursday Senior School classes start

when to purchase uniforms

Each year we set aside several days for you to come and purchase uniforms at 2384 Yonge St. West Side. Please refer to the [locations: maps and parking](#) on [page 5](#) or more information on where to find us.

The uniform days are:

Tuesday, Sept. 6th: 10am to 12pm and 1pm to 8pm

Wednesday, Sept. 7th 4pm to 8pm

Thursday, Sept. 8th: 4pm to 8pm

On these dates additional staff is available to serve you, our stock for our junior students is abundant, and it is easier to see because it is spread out. It is very beneficial to bring your child with you on these days for fitting purposes.

It is very difficult for us to provide great customer service (which we always want to do!) if you wait to purchase uniforms until just before your child's first class. Start dates are always very hectic and our staff needs to be available to ensure that first classes run smoothly and to answer related concerns. In advance, thank you for attending these uniform dates, the staff at MHSB greatly appreciates it when you do!

withdrawal policy: specific dates

If you withdraw at least five business days before October 17th, 2010 (i.e. by October 10th, 2011) fees will be prorated to the date that your *class cancellation form* was time-stamped by the front desk and a refund will be provided by mail or refunded directly back onto your credit card.

The \$75 registration fee (included within class fees) is completely non-refundable.

If you withdraw after October 17th, 2011, and we **did not** receive a *class cancellation form/application* to withdraw and cancellation fee five business days prior to the October 17th, 2011 payment date, this payment will be processed and is not refundable; however, we will return your December 1st, 2011 and February 1st, 2012 payments. The same procedure applies to the December 1th, 2011 and February 1st, 2012 payment dates.

If you withdraw after October 11th, 2011, and **you do** provide us with a *class cancellation form/application to withdraw* and cancellation fee five business days prior to the next payment date (December 6th, 2011 or February 1st, 2012) we will return any postdated cheques or cancel any credit card authorization.

If you paid for the year in one complete payment, on or before June 30th, 2011, and received our early payment discount, all of the above policies apply in regards to withdrawal dates. In all cases, your refund will be based on the full class fees.

After October 11th, 2011 no prorated refunds will be issued, except for withdrawals due to injury. If your child needs to be withdrawn from a program because of an injury, please provide the school with a doctor's note so that we may issue an appropriate prorated refund.

In the event of withdrawal, when it is too late to receive a refund, the unused fees are not transferable to another child.

If you choose to switch classes after October 11th, 2011, a \$15 administrative fee will be charged per class changed.

 **mhsb**
handbook

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